

# *West Tennessee State Penitentiary*

## *Visitation Handbook*



*April 1, 2008*



State of Tennessee  
**DEPARTMENT OF CORRECTION**  
West Tennessee State Penitentiary  
P.O. Box 1150  
Henning, Tennessee 38041-1150  
Telephone (731) 738-5044 FAX (731) 738-5947

*This handbook has been designed to assist you during your visit at West Tennessee State Penitentiary. Visitation is an important part of the rehabilitation program and we strongly encourage inmates to maintain contact with family and friends during their incarceration.*

*I would like for your visit to be enjoyable and safe as possible. You must adhere to all rules and regulations governing visitation at this facility. These rules are for your own safety while on state property and within the confines of this institution.*

*I want to assure you that you are welcome and if I may be of assistance to you, please let me know.*

A handwritten signature in black ink, appearing to read "Tony Parker", is written over a horizontal line.

*Tony Parker, Warden  
West Tennessee State Penitentiary*

*TP:la*

## *Visitation Handbook*

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**West Tennessee State Penitentiary (WTSP)**  
**Visitation Handbook**

*The following is a list of rules and regulations for the visitation areas. These regulations are established to maintain order and control to ensure that visitors and inmates can enjoy visiting in a pleasant atmosphere. Visitors and inmates are expected to comply with these rules. Failure to do so could result in suspension of visitation privileges.*

**Visitation Rules**

- 1. Visitors may not be placed on more than one (1) inmate's visitation list unless they are immediate family and the relationship can be substantiated. Additions or substitutions to the approved list shall be made on a regular basis but at least quarterly. Applications received seeking approval to visit an inmate, who is not yet eligible for a change to his list, shall be placed in the inmate's visitation file with an explanation note regarding the eligibility date for resubmission. A copy of the explanation note shall be given to the inmate who then should notify the applicant.*
- 2. Current or former employees of TDOC, TRICOR or contract agencies (in Tennessee), interns, and practicum students shall not be approved unless they are immediate family members of an inmate. Former TDOC employees, on a visitation list as of October 1, 1998 shall be allowed to remain on the list.*

*Visitation applications may be obtained from the inmate whom you wish to visit, or from the supervisor in charge of visitation. Falsification of a visitation application may be cause to deny approval or to withdraw approval. It takes approximately thirty (30) days to process an application. The visitor applicant will not be allowed to resubmit a visitor application for a minimum of 6 months. Applications shall be mailed to the following address:*

*Associate Warden of Operations (Site 2 or 3 – please specify which site)  
West Tennessee State Penitentiary  
P.O. Box 1150  
Henning, TN 38041*

- 3. All visitors, regardless of age, other than clergymen (who are pre-approved by the chaplain) and attorneys must have an approved visitation application on file which contains a current photograph. Applications must be filled out completely and mailed to the address above. As noted on the Visitation Application, all visitor applicants are subject to a NCIC background check. If there are any questions, concerns, complaints or referrals, please call 731-738-5044, ext. 3229. **Do not mail the application to the inmate because it will not be accepted.***
- 4. All immediate family members who apply, and eight (8) additional visitors may be approved to visit an inmate on receipt of visitation application.*

5. *An inmate with a current or previous conviction for a crime involving a sexual offense against a minor is restricted from having contact visits with children under the age of eighteen (18), except under the guidelines set forth in a duly signed and witnessed CR-3619, Contact Visitation with Minors Agreement. Inmates who refuse to sign CR-3619 shall be restricted to non-contact visits with children.*
6. *A victim of an inmate convicted of a sex offense will not be permitted to visit the inmate unless specifically approved by the warden, and only non-contact visits will be allowed. The inmate must submit a written request to visit with the victim through the unit manager to the warden.*
7. *Visitors that the warden determines could have a harmful influence on the inmate and/or may constitute a threat to the security of the institution shall not be approved for visitation.*
8. *Persons participating as a volunteer within the last twenty-four (24) months shall not be placed on an inmate's visitation list.*
9. *Immediate family members may be allowed to visit until receipt and approval of the visitation application (no more than sixty (60) days from the inmate intake date shall be allowed for this purpose).*
10. *It will be the inmate's responsibility to notify visitors when their applications have been approved or disapproved. When the visitation application is approved or disapproved, the inmate will be notified by in-house mail. If an application is disapproved, the inmate will be notified of the reason why. Any application that has been falsified shall be grounds for disapproval and the visitor will not be allowed to resubmit a visitor application for a minimum of 6 months.*
11. *Only four (4) adult visitors will be allowed to visit at any given time. Identification is not required for children under sixteen (16) provided there is an approved visitor application form with picture on file.*
12. *Identification is required for all visitors, with the exception of persons under the age of 16.*
13. *All visitors must present valid identification, i.e., any original method of identification with photograph issued by a local, state or federal agency by which to identify a particular individual.*
14. *Visitors are not allowed to bring in any type of electronic devices (i.e., cellular phones, beepers, only if approved by warden, etc.). Visitors will not be allowed to leave any of these items with the checkpoint officer.*
15. *Officers will not be responsible for any items that may be left in checkpoint by visitors.*
16. *Visitors under the age of eighteen (18) unless married to the inmate being visited, must be accompanied by an approved visitor, who is either, the child's parent, legal guardian*

or guardian. (The custodial parent or legal guardian must provide notarized permission for the visitor to bring the child to visit and for the child to be searched) as noted on CR-2152, page 2 visitor's application.

17. *A playroom is available in the main visiting gallery for children under twelve (12) years of age. Visitors are expected to supervise and control children. Inmates are not permitted in this area. Children are not allowed to sit on the half-wall in the playroom area.*
18. *Inflammatory comments, profanity, cursing or threatening other inmates, visitors and/or employees will not be permitted.*
19. *Pushing or attempting to strike others and harassment of inmates, visitors or employees will not be allowed.*
20. *All visitors who enter state property in a personal vehicle shall be required to raise windows, lock the vehicle and remove keys prior to leaving the vehicle.*
21. *Near the end of visitation, the visitation officer will give a fifteen (15) minute warning that visitation is almost over. When visitation is over, the officer will make that announcement at which time all visitors are expected to leave the visitation area. When departing WTSP sites after visiting, visitors are expected to go from the visitation area directly to their vehicles. No loitering on the parking lot will be permitted.*
22. *Visitors found with contraband, which is in violation of the law or (departmental policy) are subject to being detained for local law enforcement officials, etc. Visitors may not be forcibly detained. If a visitor elects to leave the premises, local law enforcement will be contacted in all instances.*
23. *Any contraband found during a search will be cause for denial of the visit for that day.*
24. *No one under the influence of drugs or alcohol will be allowed to visit.*
25. *Inappropriate or socially unacceptable physical contact will not be permitted between inmates and visitors.*
26. *The inmate and visitor are permitted to embrace and kiss as they meet and again as they prepare to depart. Except for this brief moment, no other display of affection is permitted.*
27. *Visitors are not allowed to deliver correspondence, money, printed material or packages to inmates. All such items shall be mailed.*
28. *Visitors are required to be dressed in attire that is not provocative or offensive to others. (See Appropriate Dress for Visitation)*
29. *Adult visitors will not sit on each other laps or the laps of any inmates.*

30. *Visitors must remain seated with the inmate they requested to visit. If a visitor refuses to remain seated with the inmate, the visit will be terminated.*
31. *Both visitor and inmate's shoes must remain on their feet while in the visiting areas.*
32. *All visitors requesting to pick up packages for inmates must report to checkpoint no later than 8:45 p.m. on Fridays, and 3:00 p.m. on weekends/holidays.*

#### *Denial, Termination and Suspension of Visits:*

*Any visitor may be denied entrance to the visiting area for any reason including but not limited to:*

1. *Refusing to show proper identification*
2. *Refusing to submit to a search*
3. *Appearing to be under the influence of drugs or alcohol*
4. *Insufficient space for visiting*
5. *Possession of contraband*
6. *Inappropriate dress*

#### *Visits May be Terminated:*

*Reasons for warning or termination of visitation include, but are not limited to:*

1. *Inmates or visitors who violate visitation conduct rules*
2. *Failure by visitors to control their children.*

#### *Conditions for Visiting and Visiting Hours*

*Visitation will occur on the following days and time:*

<i>Friday</i>	<i>6:00 p.m. – 8:30 p.m.</i>
<i>Saturday</i>	<i>8:00 a.m. – 3:00 p.m.</i>
<i>Sunday</i>	<i>8:00 a.m. – 3:00 p.m.</i>
<i>Holidays</i>	<i>8:00 a.m. – 3:00 p.m.</i>

*Visitors will be processed and directed to their respected visiting site.*

- a. *Friday night visitation is allowed only for the purpose of providing visitation privileges to visitors who are unable to visit on weekends due to work schedules or other conflicts.*
- b. *Visitation on holidays will be conducted according to the published schedule.*
- c. *Visitation may be ended at anytime with the on-set of severe inclement weather conditions.*

1. *Inmates who are patients in the institutional infirmary shall not be allowed visits during the first seven (7) days of confinement. After the seven (7) days, the attending physician shall make the determination of whether the patient is able to receive a visit. Visits are restricted to Saturday and Sunday, only. The non-contact visiting room shall be used and approved visits shall be limited to one (1) hour according the above schedule.*

2. *Outside Hospital Inmates:*

*Inmates assigned to an outside hospital may be allowed visit upon approval from the warden.*

3. *Administrative Segregation Inmates:*

*Administrative segregation inmates shall be allowed to visit only upon approval of the unit manager/designee for no longer than one (1) hour with up to two (2) immediate family members, every two (2) weeks. Visitation shall occur within the non-contact rooms located within the unit or the security building as appropriate. This will occur during the visitation scheduled hours and will be on a first come basis and will be subject to space availability. Only immediate family members, ministers and attorneys are allowed to visit an administrative segregation inmate. Only two (2) person will be allowed to visit in the maximum security unit. Two (2) adults and children as space permits.*

4. *Newly Admitted Offenders:*

*Newly admitted offenders must provide the names of immediate family members on their initial visitation list. They are not allowed to visit for the first 7 days; however, they shall be allowed visits in the visitation gallery once classified.*

5. *Protective Custody Inmates:*

*All protective custody inmates shall visit in the non-contact rooms in the security building across from operations. Due to space limitations, visits shall not exceed one (1) hour. Only two (2) visitors will be allowed to visit. All visits **must** be pre-approved by the unit manager or designee.*

**Note:** *During count, all inmates will be required to line up against the wall.*

### **Appropriate Dress for Visitation**

*Per TDOC policy 507.01, Visitation, "all visitors are expected to dress in appropriate attire. You will not be allowed to visit at WTSP if you are wearing anything in the list below (undergarments will be worn at all times):*

1. *The following clothing are not considered proper attire for visitors:*
  - *halter tops*
  - *low cut or tank tops*

- sleeveless tops, shirts, blouses, dresses (unless part of suit attire, worn with a jacket, blouse or sweater and cannot be removed during the visit)
  - apparel without a bra
  - see-thru blouses or transparent clothing
  - backless tops or dress without a slip
  - wrap-a-round skirts that wrap less than 1 1/2 times
  - gray jogging clothes, other colors are acceptable
  - spandex/lycra clothing
  - camouflage clothing
  - STG related clothing
  - shorts more than three (3) inches above the knee
  - house shoes (flip flops) are not considered proper attire for visitors to wear.
  - Steel-toed shoes
  - Worn or tattered clothing with holes
  - skirts or dresses more than 3" above the knee (when worn in a proper manner in a standing position)
  - bandanas
2. *Visitors are expected to dress in attire that is not provocative or offensive to others. All visitors including children are expected to wear shoes. If a visitor's appearance is deemed provocative and/or offensive, the senior officer will make the final decision. This decision shall be grounds for denial of a visit.*
  3. *Visitors may not wear excessive clothing such as two (2) pairs of pants, or an extra shirt under their top layer of clothing.*
  4. *Inmates may wear a coat to the visiting gallery; however, once inside the coat must be removed. Visitors wearing jackets or coats must leave them on or place them to the side. At no time will they be used for cover.*

#### **Access to the Visitation Area**

1. *Visitors will park in the area designated for visitor parking. Parking in official visitors designated parking places or any other area will not be permitted. Visitors who are handicapped will be permitted to park in the designated handicap spaces. The visitation areas for the main compound and MSC are accessible to the handicapped.*
2. *WTSP is a Tobacco Free Institution. Tobacco, tobacco related products and paraphernalia, matches, lighters, rolling papers, etc., are prohibited.*
3. *All visitors will be processed at the checkpoint area and MSC. On entry, each visitor will sign a roster, be processed on the computer, and have their hand stamped with ultra-violet ink. Visitors will be called in the order of registration on the sign-in roster. Once called, visitors must go directly to the shakedown area. Visitors must control children while in the area. If the senior officer sees that children cannot be controlled while at checkpoint, visitation will not be allowed.*

4. *On exiting checkpoint and the MSC lobby, all visitors will enter their vehicles without conversing across the fence to inmate, and leave the institutional parking lot. Violators will be subject to suspensions.*

### **Searches**

1. *All visitors entering WTSP property shall be subject to search.*
2. *Visitors entering the secure perimeter of the institutions will be frisk searched. Other searches may be authorized as deemed necessary by the warden or designee.*
3. *All items carried by visitors shall also be searched before entering the institution.*
4. *There are signs posted on the highway and checkpoint concerning searches, please read the signs and adhere to them.*
5. *Vehicle searches - from time to time the institution shall perform a search of all vehicles entering the property. All persons shall be responsible for any contraband items found in their vehicles. In the event contraband is found, local and state law enforcement officials may issue written citations, make arrests or confiscate visitors' vehicles and belongings. It is illegal to possess the following on state property: alcohol beverages, weapons of any type (firearms, ammunition, knives, etc.), drugs, any type of medication that cannot be readily identified by being in the original containers or producing a prescription. Visitors who are suspected of introducing contraband into the facility may be required to visit in a non-contact booth. In this situation, there will be no physical contact between inmates and visitors. Persons with handgun carry permits are prohibited from having/bringing any weapons onto prison property. Drug K-9's may be used during vehicle searches.*

***Visitors will be allowed to take the following items into the visitation area.***

1. *Keys*
2. *Diapers (six [6] disposable per child)*
3. *Identification cards*
4. *Plastic baby bottles with milk or juice*
5. *Unopened, sealed baby food (no glass containers)*
6. *Pagers – only with approval of the warden. Staff will not be responsible for loss or damage to pagers during visitation*
7. *No billfolds or purses will be permitted.*
8. *Visitor shall place all other items in lockers or in their personal vehicle.*

### **Minimum Security Complex (MSC)**

1. *The following special conditions and schedules will apply to WTSP, Minimum Security Complex (MSC).*
  - a. *MSC will adhere to the following schedule:*

<i>Friday</i>	<i>6:00 p.m. to 8:30 p.m.</i>
<i>Saturday</i>	<i>8:00 a.m. to 3:00 p.m.</i>

Sunday 8:00 a.m. to 3:00 p.m.  
Holiday 8:00 a.m. to 3:00 p.m.

- b. *At the discretion of the Warden, the visiting areas will be opened for visitation during the following specified times:*
1. *Outside visitation areas (Minimum Security Complex, only) may be opened from April 1<sup>st</sup> through October 31<sup>st</sup>.*
  2. *During other months visitation will be conducted in the day room of the MSC.*
  3. *During the operational months, the picnic area, at the discretion of the visitation supervisor, outside visitation may be moved inside should the following conditions occur including but not limited to:*
    - a. *Inclement weather*
    - b. *Continuous drenching rain*
    - c. *Temperature and/or wind-chill below 32 degrees*
    - d. *Tornado and/or severe thunderstorm warning*
  4. *Visitation may be ended at anytime with the on-set of severe inclement weather conditions.*

### **Picnic Area**

*The picnic area will be open on Saturdays – April, May, June, and the first half of July. It will be open on Sundays – the last half July, August, September and October.*

1. *The picnic area will only be available to inmates housed at MSC.*
2. *Each inmate will be limited to four (4) adult visitors and accompanying children.*
3. *Available space limitations may result in some modifications of inmates allowed on the picnic area.*
4. **If an item is not on the approved list, it will not be allowed into the institution.** *No exceptions will be made. Visitor will be given the choice to take the item back to the vehicle or dispose of the item(s).*
5. *The following items may be brought in by visitors who access the picnic area:*
  - a. *Charcoal, self-starting only (no starting fluid allowed)*
  - b. *Plastic utensils only*
  - c. *Napkins, paper towels*
  - d. *Tablecloths – not to exceed 3 inches from the table*
  - e. *Condiments – mustard, ketchup, mayo, bar-be-que sauce, etc. (all items must be in sealed individual packets.*
  - f. *Tomatoes, onions, lettuce, pickles – clear container only*

- g. *Chips and dips (dip can only)*
- h. *Snack cakes – individually wrapped*
- i. *Pies – factory sealed*
- j. *Potato salad, cole slaw – factory sealed*
- k. *All meat must be factory sealed – chicken, steak, pork, hamburger meat, hot dogs*
- l. *Sandwich meats – sliced and factory sealed*
- m. *Cheese – sliced and factory sealed*
- n. *Bread – loaf, buns*
- o. *Cooler – made of styrofoam only*

*\*The amount of food permitted must be in proportion to the number of persons visiting the inmate.*

*All items on this list may be subject to change.*

- *No Children will be allowed in grill area.*
  - *No trash left in picnic area grounds*
  - *There will be nothing placed on the tables or benches to obstruct or block the officers view.*
  - *Please remember that this is a privilege and as such, it can be taken away at any time for any violation or misconduct.*
1. *No items will be allowed packaged in glass containers.*
  2. *No canned items (except canned dips, metal top will be removed at shakedown).*
  3. *No Jell-O or puddings allowed.*
  4. *The approved picnic items will only be admitted in the amount that will be used. The visitor shall carry all items not used during the picnic visit out of the area. The inmate will carry no items out of the visiting area.*
  5. *TDOC uniforms will be the only clothing inmates will be allowed to wear to access the visitation area, (i.e. TDOC blue shirts/pants). Only a plain white t-shirt or thermal shirt may be worn under the blue TDOC shirt, which must be worn at all times and cannot be removed in the visiting area. Items inmates are allowed on their person when they enter the visiting area: identification card, wedding band, comb, handkerchief, one (1) deck of playing cards, prescription glasses and room key.*
  6. *All trash should be placed in proper receptacles.*
  7. *Tablecloths used on the picnic area shall be folded even with the table and not allowed to drape beyond the edge of the table (45" x 74" in size) more than 3" from the floor. No sheets will be allowed to substitute for a table cloth.*
  8. *Picnic tables are not to be moved during the visit.*

9. *Visitors and inmates will not be permitted to sit on top of the picnic tables, lay on the ground, picnic benches, concrete pads or sidewalks.*
10. *If overcrowding occurs, visitors and inmates may be asked to share tables to ensure everyone gets an opportunity to picnic without restrictions.*
11. *Visiting parents shall supervise children while playing; failure to do so may result in termination of visit.*
12. *Inmates in visitation areas shall not sit with their legs crossed over the top of visitor and vice versa. Only acceptable physical contact will be permitted or condoned.*
13. *All inmates and visitors hands will be in full view of officers at all times (not under tables or clothing). Visitors are not permitted to wear inmates' jackets nor can inmates wear visitor's jackets.*
14. *No property items will be exchanged, i.e., cards, jewelry, shoes, etc.*
15. *All containers/coolers will be placed on the side of the tables (not on top) as to obstruct officer's view.*
16. *Towels will be limited to two (2); one (1) small, one (1) medium.*

#### **Debit Vending Machines**

*There is a one (\$1) time fee for the purchase/activation of a debit card. Debit cards will be credited in \$1.00 increments. Additional credits may be added to the card as needed. This debit card is the personal property of the visitor and the visitor is responsible for this card. No cash or coins will be permitted in the visitation area.*

*The visitation staff is not responsible for loss of money in either the debit card or vending machines.*

#### **Inmate Telephone System (ITS)**

1. *Family and friends can now send money for deposit to an inmate's telephone trust fund account. The cost of any telephone call made by an inmate using the telephone trust fund system will be discounted 10%.*
2. *All funds placed in an inmate's telephone trust fund account can only be used to make telephone calls. These funds are not subject to any fees, cannot be withdrawn by the inmate and will not affect the status of any indigent inmate. The following is how you can send funds for deposit to an inmate's telephone trust fund account:*
  - A. *Funds to purchase telephone credits can be sent for deposit to the ITS inmate trust fund account using the following:*
    - a. *U.S. Postal money order*
    - b. *Bank Cashier's Check*

*NOTE: Items a and b, funds sent using either method shall be made available to the inmate the work day following the date of receipt.*

- c. *Other type of money orders*

*NOTE: Funds sent using this method shall not be made available to the inmate until seven (7) calendar days after receipt.*

- B. *Telephone credits can be purchased in whole dollar amounts only. The minimum telephone credits purchased amount is \$5.00.*
- C. *The money order or check shall be made to the order of "State of Tennessee". The inmate's full name and TDOC number must be noted in the "For" space.*
- D. *The money order or cashier's check must be mailed to  
Global Tel Link  
Dept. 1705  
Denver, CO 80291-1705*
- E. *The sender must indicate his/her name and address on the money order. If a cashier's check is sent, the sender must include a note indicating the sender's name and address.*

### **Restrooms**

1. *Visitor restrooms are clearly marked female and male visitor. Inmate restrooms are clearly marked. At no time will inmates access the visitor's restroom or vice versa.*
2. *Female visitors will be allowed to bring sealed sanitary napkins with them to checkpoint where those items will be inspected.*
3. *Minor children using the restrooms must be accompanied by an adult visitor. No children are to be left at checkpoint for any reason.*

### **Local Bus and Motel/Hotel Service**

*The is no bus station located in Ripley. The nearest location is Memphis or Jackson, TN. The telephone number is 1-800-231-2222.*

### **Motel/Hotel Accommodations**

<i>Days Inn</i>	<i>555 Highway 51 North, Ripley, TN</i>	<i>731-635-7378</i>
<i>Country Hearth Inn</i>	<i>315 Lake Drive, Ripley, TN</i>	<i>731-221-8887</i>
<i>Super 8 Motel</i>	<i>765 Highway 51 South, Ripley, TN</i>	<i>731-635-8181</i>
<i>Best Western Inn</i>	<i>873 Highway 51 North, Covington</i>	<i>901-476-8561</i>
<i>Comfort Inn</i>	<i>891 Highway 51 North, Covington</i>	<i>901-475-0381</i>
<i>Super 8 Motel</i>	<i>1053 Highway 51 North, Covington, TN</i>	<i>901-475-1111</i>

*There is no local taxi service.*

### **Title VI of the Civil Rights Act of 1964**

*Title VI of the Civil Rights Act of 1964 requires federally assisted programs be free of discrimination and the TDOC also requires that all its services be offered equally to eligible persons regardless of race, color or national origin.*

*A person alleging discrimination based on race, color or national origin in the delivery of any service or program may file a complaint with the TDOC. All such complaints must be filed within one hundred eighty (180) days of the occurrence of the alleged discriminatory act via letter to the warden of West Tennessee State Penitentiary or to other appropriate agencies such as the Tennessee Human Rights Commission, U.S. Department of Justice, etc. Addresses are listed below.*

*The Title VI coordinator for WTSP is the Deputy Warden who may be reached at this facility:*

*West Tennessee State Penitentiary  
P.O. Box 1150  
Henning, TN 38041-1150  
731-738-5044*

*Tennessee Human Rights Commission  
530 Church Street, Suite 400  
Nashville, TN 37243-0745*

*U.S. Department of Justice  
Civil Rights Coordinator and Review Section  
Washington, DC 20531*

### **Directions from Nashville to West Tennessee State Penitentiary (WTSP):**

*From Nashville, take I-40 to the Brownsville exit (#56). Make a right turn, this is Highway 76, make a left turn at the 4-Way stop sign (Hwy #70/76/19JCT). Continue through two (2) 4-Way stop signs until coming to Highway 19 East/West, making a left turn onto Hwy 19 going west. Travel Hwy 19 until it ends at Hwy 51 Bypass. Make a left turn onto Hwy 51 bypass south. Follow Hwy 51 bypass south approximately five (5) miles to Henning. At the red light, make a right turn onto Hwy 87 west follow it approximately twelve (12) miles to West Tennessee State Penitentiary.*

### **Directions from Memphis to West Tennessee State Penitentiary (WTSP):**

*From Memphis – follow Danny Thomas Blvd (turns into Hwy 51 by-pass) approximately forty-six (46) miles to Henning. Make a left turn onto Hwy 87 west, follow it approximately twelve (12) miles to West Tennessee State Penitentiary (WTSP).*

*Both the institutional and departmental handbooks may be located at the web address <http://state.tn.us/correction/institutions/visitation.html>*



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